

Designation of Significant Neighborhoods as Conservation Districts Under Atlanta's Historic Preservation Ordinance

1. REQUIRES A COMMITMENT IN TIME AND EFFORT BY THE NEIGHBORHOOD

- **Letter** initiated and signed by owners of ten different properties within the proposed district requesting the Urban Design Commission to review neighborhood for possible designation.
- **Photographic survey** of all lots within the proposed district.
- **Designation** report outlining the history of the neighborhood—its development, important members and institutions, the role it has played in the history of Atlanta & its architectural attributes.
- **Collection** of data on each structure in the proposed district, including date of construction and current owners.
- Assist with **educating** all members of community regarding effects of the proposed designation.

2. INVOLVES AN OPEN HEARING PROCESS WHEREBY ALL OPINIONS CAN BE HEARD

- **Notice of intent to nominate** sent to all owners of properties in the proposed district. All changes to properties are reviewed by the Commission until the outcome of designation process is determined.
- All interested parties, including property owners, have the opportunity to speak at **public hearing before the Urban Design Commission** which convenes to determine if proposed district is significant, historically, architecturally and/or culturally.
- All interested parties, including property owners, have the opportunity to speak at **public hearing before the Zoning Review Board** which addresses the land use issues.
- After hearing by the Zoning Review Board, the ordinance establishing the district must be approved by a majority **vote of the City Council**.

3. REQUIRES THAT CHANGES TO THE EXTERIORS OF STRUCTURES MUST BE REVIEWED BY THE URBAN DESIGN COMMISSION

- When an owner of a property in a conservation district seeks a building permit from the City of Atlanta for alteration, new construction or demolition, he/she will be referred to the Urban Design Commission for an advisory review of the proposed changes.
- If in-kind repairs, only, are contemplated, the Urban Design Commission staff can review that work.
- If more substantial changes are contemplated, the property owner will need to attend a meeting of the Urban Design Commission which meets the 2nd and 4th Wednesday of every month.
- The property owner has the opportunity to explain the proposed work and anyone in opposition to such plans is also given an opportunity to speak.
- After discussion by the Commission, it will make a recommendation to the owner which will be put in writing within 5 days of the hearing.
- This recommendation is advisory only and the owner may modify plans to include the recommendation or may proceed with the original plans filed with the building permit.

*Questions concerning Atlanta's Historic Preservation Ordinance
can be directed to Karen Huebner at (404) 330-6200*